



Parent/Provider/Agency Agreement

Parent: _____

Provider: _____

Agency: Lamont County

The above named provider agrees to provide childcare for _____ (child) in her/his home at _____ (address). Care will commence on _____ (date) and will be provided for the following days of the week _____ for the hours of _____.

I/we hereby make an enrollment commitment with _____, to care for my/our child and agree to pay the sum of \$ _____ per month/day/hour. I am aware that there will be an overtime charge of _____ per hour. Payment will be due to my provider by the _____ of each month.

Subsidized parents are responsible to pay any money that subsidy does not cover.

A. Parent Responsibilities

- Parent(s) will notify the provider as soon as possible if:
 - Child will be absent from care (If child is too sick to play as in a regular day, or is contagious, he/she is too sick to attend Family Day Home)
 - Parent (s) work location or work hours change
 - Parent(s) will be more than 15 minutes early or late dropping off or picking up children
 - Any illness or injury has occurred to the child since the last period of care and/or there are changes in child's routine that may affect his/her well being
 - Parent (s) are planning vacation time when the child will not be in attendance of the day home
- Parent (s) will be responsible for the childcare in the event of child's illness.
- Parent (s) will provide a complete change of clothing for each child in care as well as seasonal items such as mittens, boots, and sunscreen.
- Parent(s) will supply adequate diapers, infant foods and formula for infants.
- Parent(s) will complete the "Medication Authorization Form" for any medication that is to be given to the child/children by the provider.
- Parent(s) will complete and maintain up to date medical history and emergency contact forms and any applicable permission forms.

- Parent(s) shall inform the Provider of those persons whom child can be released to and document this on the registration form.
- Parent(s) and those whom the parent(s) documented the child can be released to, must initial at both pick up and drop off of child in care

B. Provider Responsibilities

- Provide receipts for fees paid on a monthly basis.
- Reserve space for child on the agreed upon days.
- Provision of a safe, childproof environment.
- Provision of nutritious lunch and snacks based on the Canada Food Guide. Menus will be posted and available at parent's request.
- Provision of daily indoor and outdoor (weather permitting) activities to foster child's growth and development.
- Provision of toys/equipment appropriate to the age and needs of the child.
- Occasional field trips such as trips to parks, playgrounds, museums and other suitable venues only with parental consent.
- Provision of a quiet, safe area for naptime. Time and duration of sleep/rest will be appropriate to child's age and need and will be discussed with the parent.
- Judicious use of media, limited to appropriate programs, music and movies.
- Child will be supervised during the day and appropriate amounts of individual attention will be given to each child in care.
- Parent (s) will receive regular feedback regarding the program of Lamont County as well as a discussion of their child's development, progress and any concerns.
- Appropriate child guidance methods will be employed. **No shaming or corporal punishment will be used.**
- Provider will notify parent(s) as soon as possible if unable to provide care so alternate care can be arranged for the children. This will include at least two weeks notification of holiday/vacation time off.
- Provider will administer prescribed and non-prescribed medication to the child as per the parent(s) request and consent in the medication authorization form.
- Immediate action will be taken for emergency situations or treatment of a child.
- The Provider will not, under any circumstance, release a child to anyone other than the parent/guardian, or persons designated on the registration form.

C. Agency Responsibilities

- Lamont County agrees to comply with the requirements of the Family Day Home Program Manual and procedures in respect to supervision and monitoring.
- Lamont County agrees to supervise, monitor, support and train the provider in order to meet the East Central Child and Child and Family Services Authority Region 5 and the Lamont County Regional Family Day Home Program Service Plan.
- Lamont County agrees to place child in family day homes in consultation with parent(s) and provider and in accordance with the requirements of the parent(s), child and provider.
- Lamont County will monitor the Family Day Homes on a bi-monthly basis and complete two safety checks per year.
- Lamont County agrees to investigate any concerns brought forth by the provider or parent(s) and to determine the best solution for all parties involved.
- Lamont County will ensure all information regarding the child and families is confidential.

D. Final Agreement

Payment is due to the Provider for the agreed upon hours/days whether your child is in attendance or not, unless appropriate notice is given.

Please note: The Provider may choose to suspend care if full payment is not received. Payment can be made in cash, money order, or by cheque. It is recommended that parent(s) use postdated checks. It is understood and agreed that the Provider reserves the right to charge a \$30.00 NSF fee if necessary. The Provider will issue receipts for all childcare payment.

E. Indemnification

The Provider shall indemnify and save harmless Lamont County, its agents, advisers, servants, and employees from and against any and all liabilities, claims, suits or actions, costs, damages and expenses including costs of a solicitor, which may be brought or made against the Provider or which the Provider may pay or incur as a result of or in connection with any damage to property or injury to person or persons occasioned by the operations of the Provider. Such indemnity and agreement holds harmless to survive the expiration of the agreement(s).



The Parent shall indemnify and save harmless Lamont County, its agents, advisers, servants, and employees from and against any and all liabilities, claims, suits or actions, costs, damages and expenses including costs of a solicitor, which may be brought or made against the Parent or which the Parent may pay or incur as a result of or in connection with any damage to property or injury to person or persons occasioned by the participation in the Day Home Program. Such indemnity and agreement holds harmless to survive the expiration of the agreement(s).

F. Duration and Termination

This contract will be in effect starting _____
Provider, Agency and Parent(s) will give two weeks notice of termination of this childcare agreement unless there are extenuating circumstances that are determined between the Provider, Parent(s) and the Agency. In lieu of notice given by parent(s), payment for the charges covering two full weeks of care will be due and payable.

Changes and additions to this agreement must be signed by Provider, Parent(s) and a representative from Lamont County and the change/addition appended to the original contract.

Dated at _____ in the province of Alberta this day of _____ AD, 20__.

The undersigned have read, understood, and agreed to the terms and conditions specified in the Family Day Home Parent, Provider and Lamont County Agreement and the Lamont County Regional Family Day Home Program Service Plan.

Parent(s) Signature

Parent(s) Signature

Provider Signature

FDH Coordinator

